

May 31, 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation of the Army Civilian Tracking System (CIVTRACKS)
for Accountability of Deployed Civilians

Department of Defense Instruction 1400.32, dated 24 April 1995, requires each component to establish accountability procedures (i.e., names, numbers, location, status, etc.) for civilians in theaters of operations. The Department of the Army has developed an automated civilian tracking system to account for civilian employees supporting unclassified military contingencies, and mobilization exercises. Effective upon receipt of this memorandum, the use of CIVTRACKS is required to account for Army civilians supporting all such contingencies. CIVTRACKS is a web-based tracking system designed to allow input of tracking data from any location where there's Internet access.

It is the employee's responsibility to input their data into CIVTRACKS using the on-screen instructions. Data should be entered/updated each and every time there is a change in duty location while deployed, to include the initial move from home station. Logging onto <https://cpol.army.mil/civtracks> will provide access to CIVTRACKS. For system security reasons, a USERID and password are required. Wallet-sized deployment cards have been printed with the required USERID, password and other related information.

The employees' home station is responsible for providing the employee a deployment card. A number of deployment cards are enclosed for this purpose. You are requested to redistribute these cards to your subordinate commands/activities and ensure all deployed/deploying civilians and their supervisors are aware of the requirement to input data into CIVTRACKS. Cards are also being provided to the CONUS Replacement Center and to the civilian personnel representative in theater for distribution to those civilians who did not to obtain one from their home station.

A number of standard reports will be generated by CIVTRACKS reflecting the deployment data on deployed civilians. Access to these reports requires a USERID and password. A USERID and password has already been pre-assigned to mobilization points of contact at each Major Army Command/Direct Reporting Activity. To obtain additional access and special reports over and above the standard reports, submit a

request to the Assistant G-1 for Civilian Personnel Policy, Policy and Program Development Division, ATTN: DAPE-CP-PPM, 200 Stovall Street, Alexandria, VA 22332-0300, or send an email to: <https://cpol.army.mil/civtracks>.

//original signed//
David L. Snyder
Assistant G-1 for Civilian
Personnel Policy

Enclosure

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